

# FINELINE

**March 2003***A Division of Finance monthly communication service*

## New Payroll System Will 'Go Live' March 3

**T**he implementation date for the new Payroll System – March 3, 2003 – is right around the corner, and the “finish line” for the project is in sight!

Beginning next Monday, March 3, agencies will enter time in the new system for the period from February 15 to 28 (pay period 4). Data entry for the pay period will run through March 7. Finance will run time evaluation every night, so agencies can check their data entry the next day.

### Payroll Processing Schedule

Below is a summary of agency responsibility in the payroll processing schedule for the new system:

#### Time Entry Week

##### *Monday, Tuesday, Wednesday*

8:00 a.m. to 10:00 p.m. – Agencies enter time

##### *Thursday*

8:00 a.m. to 10:00 p.m. – Agencies enter time

8:00 a.m. to 9:00 p.m. – Agencies review and approve time reports

8:00 a.m. to 5:00 p.m. – Agencies e-mail requests for leave pay downs

##### *Friday*

8:00 a.m. to 10:00 p.m. – Agencies enter time and/or corrections

8:00 a.m. to 10:00 p.m. – Agencies review and approve time reports

#### Payday Week

##### *Monday*

10:00 a.m. to 10:00 p.m. – Agencies review results of preliminary payroll and time evaluation reports

10:00 a.m. to 10:00 p.m. – Agencies enter corrections and approve time reports (no corrections can be made after 10:00 p.m. today)

*Finance will process final payroll on Tuesday and Wednesday. Agencies can access payroll results in the Finance Data Warehouse on Thursday and in FINET on the following Monday.*

##### *Thursday*

7:00 a.m. to 5:00 p.m. – Large agencies pick up paychecks from Finance

##### *Friday*

7:00 a.m. to 5:00 p.m. – Agencies pick up paychecks; distribute to employees

### Prepays and Special Checks on Hold

Please note that Finance will not be able to create prepays and other off-cycle checks between February 22 and March 16 while we switch from the old system to the new one. Special checks requested between those dates will be held until March 17 when we will be able to produce them in the new system.



*Article continues on page 2*

## Computer-Based Training

We have updated our computer-based training to teach agency personnel how to use the various payroll reports. The on-line course gives a brief explanation of what each report does and tells how to run and print the report. You can access the training at [www.finance.utah.gov/training/cbt.htm](http://www.finance.utah.gov/training/cbt.htm). Specific instructions for using the reports are available in the Payroll User Manual on our Web site at [www.finance.utah.gov/payroll/newsystem.htm](http://www.finance.utah.gov/payroll/newsystem.htm).



## Help Desk

As agencies begin working with the new Payroll System next week, you will probably have questions and maybe even some problems you need help to solve. If you are not able to find the answers you need in the [User Manual](#), call our Help Desk at 801-538-3127.

## Good Luck and Thanks!

Good luck to those of you who will be working with the new system. We hope you will take advantage of its many features and capabilities as you continue to work with and learn the new system over the next few months.

Thanks to all who have done so much to make the payroll project a success. You can continue that contribution by being patient during the transition to the new system and by doing all you can to insure that your data entry is accurate and timely so that we can produce accurate paychecks for your employees. ❖

## Agencies Must Document Review and Approval of Time

**I**n conjunction with the implementation of the new Payroll System, agencies are now responsible for documenting the review and approval process for time entered. With the new system, no electronic record of management's review and approval process was implemented.

For audit purposes, agencies must maintain a file of approved time sheets and verifiable reports to show that they conducted an independent review of time and payments entered in the system. The file should include the following signed and dated reports for each pay period: Time Summary Report, Time Edit Report, Time Entered After Cut-off Report, and Payroll Edit Report.

This review and approval process is documented in a new policy, FIACCT 11-17.00, Payroll Review and Approval Process, which will be released on the Division of Finance Web site March 3 in a special update of policies and procedures. The policies will be available at [www.finance.utah.gov/policies](http://www.finance.utah.gov/policies). (See related article on [page 3](#)). ❖



*For audit purposes, agencies now need to keep records to show that they reviewed and approved time entered for each payday.*

## Payroll Policies and Procedures Are Separated

Policies establishing requirements and guidelines for paying employees, which were previously contained in a separate Payroll Policies and Procedures manual, will now be contained in section 11 of the *State of Utah Accounting Policies and Procedures*. The policies are available on the Finance Web site at [www.finance.utah.gov/policies](http://www.finance.utah.gov/policies).

In a special update of the policy manual that we will release March 3, we have removed all policies for the old Payroll System. Most policies that need to be revised or written for the new system are not yet available and will be added at a later date. In the March 3 release, policies in the Payroll section will have temporary reference numbers that will be revised when we add the remaining policies.

The detailed instructions (procedures) for using the new Payroll System will continue to be available in the Payroll User Manual on our Web site at [www.finance.utah.gov/payroll/newssystem.htm](http://www.finance.utah.gov/payroll/newssystem.htm). ❖



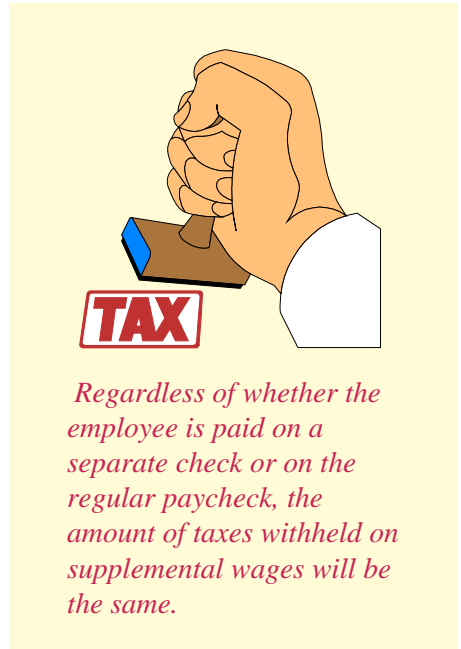
## Taxes on Supplemental Wages Will Follow IRS Regulations

On the new Payroll System, regardless of whether incentive awards and other supplemental wages are paid on the employee's regular paycheck or on a separate check, the amount of taxes withheld on the supplemental wages will be the same. The tax amount withheld is dictated by IRS regulations.

According to IRS Publication 15, Section 7, supplemental wages "include but are not limited to bonuses, commissions, overtime pay, payments for accumulated sick leave, severance pay, awards, prizes, back pay and retroactive pay increases for current employees, and payments for nondeductible moving expenses."

If your agency has previously honored requests for separate checks from employees who assume that a separate check will mean they pay less tax on these types of supplemental wages, please be aware that regardless of how the supplemental wages are paid, the amount of the tax will be the same.

If you need a copy of IRS Publication 15, Section 7, Supplemental Wages, to explain withholding on these wages to your employees, contact Mark Austin at [maustin@utah.gov](mailto:maustin@utah.gov) or 801-538-3023. ❖



## Budget and Accounting Officers Meeting Set for March 25

The March Budget and Accounting Officers meeting will be held on March 25 at 8:30 a.m. in DEQ Building 2, Room 101 (168 north 1950 West). The following issues will be addressed:

- ◆ Report on the 2003 General Legislative Session and impacts on state agencies.
- ◆ Setup up of budgets for FY 2004 and setup of new year Chart of Accounts.
- ◆ Dedicated credit monitoring
- ◆ Revenues and receivables
- ◆ Capital assets
- ◆ New and revised policies and procedures
- ◆ Other miscellaneous items



Agency accounting personnel who deal with these issues should plan to attend this meeting. Any agencies that have questions about the meeting can call the Division of Finance at 801-538-3082 or 801-538-3525. ❖

## Frequently Asked Question from FINET Help Desk

Q Is it possible to copy all lines of a document so that I don't have to keep reentering the data? When I use the *Edit/Save Defaults* and *Edit/Load Defaults*, it copies only the first line.

A Yes, it is possible to copy one multi-line document to another. You can even set up a template to use for any kind of document.\* Here's what to do:

When you have finished entering your document and are ready to close it, click on *Process/Copy Document*. A screen will come up showing your document as the source document (shaded in blue) and below that will be the target document. The agency number should already be filled in. You need to fill in the Automatic Document Number (ADNT) prefix in the next field, click the box to indicate you are using automatic document numbering, and then click *OK*. That will bring you into a new document with all the data brought forward. At this point, you should select *Process/Edit* (F7) to save the document. You are then free to make any changes or to leave it as it is.

If you want to create a template from a document you have just entered, follow the procedure from above except do not use the ADNT. Instead, number the document something that would be useful to remind you what it is used for. For example, you could use *PV 200 3PHONEBILL3* to let you know this is a phone bill. You can then use this to copy the entire fiscal year if desired.

If you want to create a new document to use as a template that you can copy from, use a numbering scheme that does not use ADNT to tell you what it is used for. Then after saving the document, you can put it on hold so it will not process.

\* *IATs are handled differently and will be discussed next month.* ❖



## March Calendar

### Budget and Accounting Officers

**March 25** Budget and Accounting Officers Meeting; 8:30 a.m.  
DEQ, Building 2, Room 101 (168 North 1950 West)

### FINET Schedule

**March 7** FINET open; February monthend



### Payroll Training

We are not offering Payroll classroom training during March. Computer-based training on the [new Payroll System](#) is available on our Web site.

For help using the new Payroll System, call the Payroll Help Desk at 801-538-3127.

### Data Warehouse Training

**March 10** Data Warehouse – Payroll; 10:00 – 11:30 a.m.

**March 10** Data Warehouse – Payroll; 1:30 – 3:00 p.m.

**March 11** Data Warehouse – FINET; 10:00 – 11:30 a.m.

**March 11** Data Warehouse – FINET; 1:30 – 3:00 p.m.



### FINET Classroom Training

We are not offering FINET classroom training during March. To add your name to the waiting list for Disbursing Lab or Purchasing Lab, call 801-538-3082.

### FINET Internet Training

The following computer-based training teaches basic FINET skills and basic procedures associated with each functional area:

- Internet Courses:** System Navigation, FINET Overview, Employee Reimbursements, Purchasing and Disbursing, Revenues and Receivables, Internal Transactions, and Fixed Assets.
- CD-ROM Courses:** On-line Inquiries, Grant Accounting, Budget Control, and Inventory Control (contact your agency budget and accounting officers to obtain access to the CD-ROM courses).
- FINET Help Desk:** Call 801-538-9690 to resolve immediate questions.

### Reservations



To reserve your spot in one of the classes offered this month, call 801-538-3082.  
If you make reservations and cannot attend, please notify us as soon as possible.

To take any course not offered this month, call 801-538-3082 to add your name to our waiting list. We will notify you when the course is scheduled.

*Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.*

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Read descriptions of all our courses at: [www.finance.utah.gov/training/courses.htm](http://www.finance.utah.gov/training/courses.htm)